Job Description – Activity Officer

Post Title	Activity Officer
Salary Grade	N4
Job Evaluation Code	AA3505
Reporting To	HLSA Activity Officer Headteacher, Deputy Headteacher or Assistant Headteacher
Line Management of	N/A

Job Purpose (including main duties and responsibilities)

To undertake general operational duties that facilitate the effective operation of programmes of activity in line with the aims, objectives of the school.

The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Main Duties

- To plan and deliver sport/exercise activities, such as rebound therapy and sensory swimming, to individuals and groups as part of the therapy programme, under the guidance of HLSA Activity Officer/Teacher.
- To assist in the delivery of special events, health programmes, campaigns and community initiatives within facilities and a range of community settings
- To erect, dismantle, clean and store trampolines and all equipment and materials required for the provision of the programme of activities.
- To carry out general cleaning duties and routine inspections of all trampolines and other items of therapeutic spaces / equipment. Report any issues requiring maintenance and repair.
- In line with the school's policy and procedures to use behaviour management strategies which contribute to a purposeful learning environment.
- To provide feedback to pupils and colleagues on pupils' learning and behaviour.
- Report on individual progress where required using agreed school systems.
- To ensure the highest possible standards in all aspects of operation and to play an active role in the achievement and maintenance management systems and to act in accordance with the School's policies and procedures.
- To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
- To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Trust's policies and procedures.
- To supervise leisure areas to ensure compliance with all relevant procedures and regulations, and to provide the highest standard of customer care by providing advice, information and guidance as and when required.

Child Protection

- The postholder will have responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.

General Information

The academy will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but in consultation with you may be changed by the CEO to reflect or anticipate changes in Prosper Learning Trust priorities or the job commensurate with the job grade and title.

PERSON SPECIFICATION – Activity Officer (N4)

Method of Candidate Assessment:

A = Application
I = Interview
R = Reference
Q = Qualifications

Essential	Desirable	Assessment
Skills, knowledge and aptitudes		
Good verbal and written communication skills.	Specialist skills or training in working with children and young people with SEND	A/I
An understanding of the therapeutic environment and supporting of pupils with learning difficulties	Specialist ASC knowledge and experience	A/I
Ability to support pupils with learning difficulties.	Specialist skills, training and relevant qualifications in trampoline coaching, rebound therapy or swimming	A/I
Excellent ICT skills and the proven ability to use them effectively to support learning.		A/I
Able to work constructively as part of a team.		A/I
Able to work with minimal supervision.		A/I
Qualifications and training		
GCSEs Grade C+/4+ (or equivalent) in Maths and English	Level 2 DfE recognised Teaching Assistant, SEND Assistant, EYFS or Childcare qualification OR Level 3 (or higher) qualification in any field with relevant experience e.g. working in a classroom Further professional development in special educational needs	A/Q
Experience		
Relevant transferable experience. For example: working with children or in education, health or care settings	Experience of supporting pupils with SEN and autism.	A/I/R
	Ability to demonstrate good contribution to assisting therapeutic activities in present setting.	I
	Experience of assisting in the teaching of National Curriculum	I

	to pupils with learning difficulties.	
Personal qualities		
Excited by opportunities presented by the post	Ability to find creative answers to problems.	I
Ability to form and maintain appropriate relationships and personal boundaries with children and young people with learning difficulties.	Committed to achieving further professional development.	I
High expectations of pupil achievement		I
Able to relate well to children and adults and in particular able to establish positive relationships with pupils		A/I
Able to take a responsive approach to children's needs to help address barriers to learning and well-being.		A/I
Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people.		I
Positive attitude to change.		I
Calm, confident and professional manner.		I
Special requirements		
Enhanced DBS checked to work with vulnerable children.	Clean current driving licence.	DBS Clearance and Identity checks
Willingness to participate in out of school activities and educational visits	MiDAS mini-bus test.	I